



The California Department of Fish & Game

Invites you to take the

Departmental Promotional Examination

for ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

FINAL FILING DATE – CONTINUOUS TESTING

This bulletin cancels and supercedes the bulletin released on March 8, 2002



Why not work to benefit California's environment?

Want to work with dedicated people who value and enjoy their work?

Our employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.

About the State Examination & Hiring Process:

The first step in the State hiring process requires you to take a competitive examination for each separate permanent job classification. Examinations may be written, interview, or performance-based and are designed to test the knowledges and abilities required for the classification. After you take and pass a State examination, you are ranked and placed on an employment list for that classification. Once you are placed on the employment list, you can apply for job openings in that classification. For more information on the State examination and hiring process, visit our website at <http://www.dfg.ca.gov/hrb/pages/jobswithdfg.htm>

POSITION INFORMATION

Duties:

Incumbents perform the more responsible, varied and complex technical analytical staff services work and continually provide consultative services to management or others. They may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects.

Salary Range:

\$3,915 - \$4,759

HOW TO APPLY FOR THIS EXAMINATION

Where to Mail:

Testing is considered continuous; as applications are accepted on a continuous basis and the testing office will notify and test as needs warrant. **YOU MAY APPLY AND TEST ONLY ONCE IN A TWELVE-MONTH PERIOD.**

The State Examination Application (Form 678) may be filed in person or by mail at:

Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217
Sacramento, CA 95814

How to Get an Application:

Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at <http://www.spb.ca.gov/jobsgen/formsrd.cfm>.

Accommodations for
Persons with
Disabilities:

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will be contact you to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Minimum Qualifications
for Admittance:

NOTE: Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30 month limit.

State experience applied toward the "General Experience" pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class.

EITHER I: One year of experience performing the duties of a Staff Services Analyst, Range C.

OR II: Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis. **AND**

EDUCATION: The following education is required when general experience is used to qualify at any level: equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

(One year of graduate work in public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months of the required nonsupervisory experience.)

Special Personal
Requirements

Demonstrated ability to act independently, open-mindedness, flexibility and tact.

Make Sure you Also
Meet These
Conditions:

All applicants must have a permanent civil service appointment with the Department of Fish and Game in order to take this exam.

Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.

EXAMINATION INFORMATION

Type of Examination:

This examination consists of a **promotional readiness interview weighted 100.00%**. To obtain a position on the eligible list, you must attain a minimum rating of 70.00%. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Examination
Locations:

Written tests and oral interviews are ordinarily scheduled in Sacramento, Long Beach, Napa, Redding, and Fresno. However, interview locations may be limited or extended as the number of candidates and conditions warrant.

- Scope of Examination: **(STUDY THIS to prepare for examination.)**
- A. Knowledge of:
1. Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis.
 2. Government functions and organizations.
 3. Methods and techniques of effective conference leadership.
- B. Ability to:
1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
 2. Develop and evaluate alternatives.
 3. Analyze data and present ideas and information effectively both orally and in writing.
 4. Consult with and advise administrators or other interested parties on a wide variety of subject matter areas.
 5. Gain and maintain the confidence and cooperation of those contacted during the course of work.
 6. Coordinate the work of others; act as a team or conference leader.
 7. Appear before legislative and other committees.

Veterans Preference Veterans preference credit is not granted in promotional examinations.

Length of List Eligibility Names of successful competitors will be merged into the list in order of final scores regardless of date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. The examination will be administered on a continuous basis. Competitors will have the option of retesting after the 12-month testing period. Competitors choosing to retest will have dual eligibility on the list. The highest score will take precedence regardless of examination date.

QUESTIONS?

If you have any questions concerning the Associate Governmental Program Analyst examination or the testing process, please contact Polly Coughlin, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 651-8310. You may also visit our website at (www.dfg.ca.gov).

ADDITIONAL GENERAL INFORMATION

IMPORTANT — What to do if you haven't received any notifications:

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

Remember, Examinations are Competitive

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination. However, you aren't assured a place on the eligibility list: Your performance in the examination is compared with the performance of others who take this test. All candidates who pass are ranked according to their scores.

How Qualifications are Rated:

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: In addition to the scope described on this bulletin, the panel considers education, experience, personal development, personal traits, and fitness. In appraising experience, more weight is given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development includes consideration of recognition of his/her own training needs, plans for self-development; and the progress has made in his/her efforts toward self-development.

Additional List Information:

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

Miscellaneous Information:

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922



THE DEPARTMENT OF FISH AND GAME PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.